DEPARTMENT OF BENEFIT PAYMENTS

July 30, 1974



ALL-COUNTY LETTER NO. 74-146

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: DBP TASK FORCE - MODEL MODULAR COUNTY EDP SYSTEMS

REFERENCE: ALL-COUNTY LETTER NO. 74-132

Attached is a revised edition of the questionnaire transmitted by All-County Letter No. 74-132.

Discussion of the questionnaire at the regional conferences just completed has resulted in the deletion of duplicatory items and the clarification of many unclear items. In addition, many new items have been added in accordance with participating county requests.

In completing the questions, where you indicate "desirable" also indicate "under study," "under development," or "existing" where applicable. If desirable only is checked, the committee that compiles the responses will assume that you would like the feature but have nothing under development or existing. Please comment on any item you wish to qualify your answer, and add additional comments you feel appropriate.

Your replies should be sent to Jack Reagan, 744 P Street, Mail Station 17-10, Sacramento, CA 95814. Please reply by August 16, 1974. Jack can be reached at (916) 322-5574.

51)ncerely,

WILLIAM J. AKURTZ

Deputy Director

Attachment

cc: CWDA

OBSOLETE

Superseded by ACL 277-15

Issued 3-17->>

DEPARTMENT OF BENEFIT PAYMENTS TASK FORCE ON MODEL MODULAR COUNTY EDP SYSTEMS

Revised County Questionnaire

July 1974

County			· · · . · . · . · . · . · . · .	
County	Contact	Person		

MODEL MODULAR COUNTY EDP SYSTEM COUNTY QUESTIONNAIRE FUNCTIONAL REQUIREMENTS

		Not Needed DesIrable Under Study Development ExIsting
Λ.	An automated Central Index Process is: - "On line" capability is: - Inquiry or update by name is: Case Number is: Social Security Number is: Other is: (Specify) X-index capability is: (Specify)	
В.	An automated data collection method is: A "real time" method is: A "batch process" is: A turn-around document is:	Yes No
D.	An automated Eligibility Determination Process for: - AFDC-FG is: - AFDC-U is: - OAS is:	YesNo
	- ATD is:	

	Mot Meeded Desirable Under Study Development Exist
AB is:	
APSB is:	
Food Stamp N/A is:	
Food Stamp Assistance Household is:	
Medi-Cal MMO is:	
MI is:	
General Relief is:	
Other program is: (Specify)	
n automated Budget Computation Process	
AFDC-FG is:	
AFDC-U is:	
AFDC-BIII is:	
OAS is:	
ATD is:	
· AB is:	
· APSB is:	
- N/A Food Stamp <u>net adjusted income com-</u> putation is:	
- A/H Food Stamp <u>net adjusted income com-</u> <u>putation</u> is:	
 Automated Overpayment Adjustment is: (Computation and adjustment) 	
- MMO is:	
- MI is:	

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	 A table drive module is: A machine generation is: Other Program 	ven budget com (Encompasses enerated notice om is: (Speci	s is: putation rate changes) e of <u>intended</u> fy)	ess that is		d (check appli	
	AFDC Food Stamp MNO MI GR Other (Specify)	not computerized	up to 25%	25-50%	50-75%	75% and over	-
F.	A Warrant OR - AFDC-FG is: - AFDC-U is: - AFDC-BHI is - OAS is:		rocess for:				-

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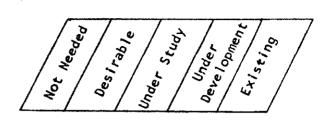
- ATD is:
- AB is:
- APSB is:
- N/A Food Stamp is: (ATP writing)
- A/II Food Stamp is: (ATP writing)
- Automated PAV is:
- Automated F/S Mail issuance is:
- Homemaker & Service Connected expense is:
- Computerized issuance amount determination is: (Food Stamps)
- Automated Vendor Payment is: (GR & Special AFDC)
- Automated Supplemental Payment is:
- A machine generated WR 7 is:
- Daily warrant printing is:
- Weekly warrant printing is:
- Monthly warrant printing is:
- Twice-monthly warrant printing is:
- Warrant reconciliation is:
- ATP reconciliation is:
- Other warrant printing is: (Specify)

G.	An automated Aid	Claiming Process	is:
	(as indicated by	claim <u>number)</u>	

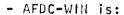
- Summary Report of Assistance Expenditures Old Age Security, AG 800, is:
- Summary Report of Assistance Expenditures Aid to the Disabled DA 800, is:
- Summary Report of Assistance Expenditures Aid to the Blind, BL 800, is:
- Summary Report of Assistance Expenditures Aid to Potentially Self-Supporting Blind APSB 800, is:
- Summary Report of Assistance Expenditures BHI-AFDC Children in Boarding Homes and Institutions, CA 800 (BHI), is:
- Summary Report of Assistance Expenditures Aid to Families with Dependent Children, CA 800, is:
- Summary Report Aid for the Adoption of Children, AD 800A, is:
- Special Shelter Payments Summary Report, ABD 800 SSP. Is:
- Summary Report of Special Circumstances, SC 800, is:
- Summary Report of Assistance Expenditures Home Valued at Greater than \$25,000, ABD 800, is:
- Attendant Care, Nonmedical Board and Care and Special Needs, ABD 800A, is:
- Others: (Specify)

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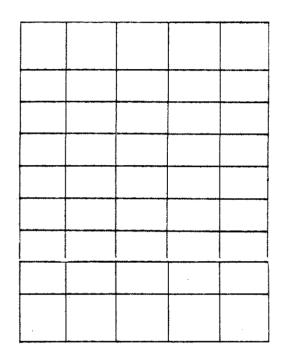
NOTE: If automated process is under development or existing, list those items still compiled manually.



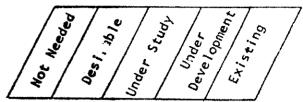
H. An automated Services Certification Process in:



- CWEP is:
- Employables is:
- AFDC-Non-WIN is:
- CWS is: (Child welfare service)
- OAS is:
- AB is:
- ATD is:
- Other program is: (Specify)
- I. An automated Services Reporting Process in:
 - AFDC-WIN is:
 - CWEP is:
 - Employables is:
 - AFDC-Non-WIN is:
 - CWS is:
 - OAS is:
 - AB is:
 - ATD is:
 - Other program is: (Specify)



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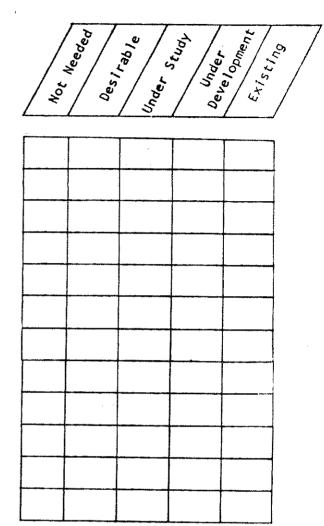
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J.	An automated Services Evaluation Process in: (Is goal achieved in planned time frame?)	
	- AFDC-WIN is:	
	- AFDC Non-WIN is:	
	- CWS is:	
	- OAS is:	
	- AB is:	
	- ATD is:	
	- Other program is: (Specify)	
Κ.	An automated Management Reporting Process is:	
L.	An automated Quality Control Process is:	
М.	Automated Accounts receivable process is:	
	- Absent parent contributions collection and abatement is:	

- Overpayment collection is:

- Other (Specify)

- N. Functional priorities for your county:

 (Number each item below to indicate the priority of automation of a function in your county mark N/A if the function need not be automated)
 - Central Index Process
 - Eligibility Determination
 - Budget Computation
 - Warrant Writing
 - Aid Claiming
 - Service Certification
 - Service Reporting
 - Service Evaluation
 - Management Reporting
 - Quality Control
 - Accounts Receivable
 - Other (Specify)
- Attach a general description of programs utilized by your county which perform unique functions you feel may be of interest to the task force.



MODEL MODULAR COUNTY EDP SYSTEM COUNTY QUESTIONNAIRE INFORMATION REQUIREMENTS

Α.

	Jo	Des,	Under S.	Under	Existing	<i>§</i> ,/
Automated AFDC Program Information on:			<u>/ \$</u>			/
- Caseload Statistics is:						
- Applications by program segment and reason is:						
- Discontinuances, with reason is:	1					
- Total grant expenditures, with averages is:			4.00			
- Administrative costs for AFDC, actuals and budgeted is:						
- Staffing, cases per worker is:						
- Report summaries on redeterminations is:						
- Employables Data, detailed is:						
- Aliens receiving AFDC is:						
- Absent parent support payments is:						
- Fair Hearings held is:						
- Ald Paid Pending Control is:						
- Overpayment recoveries is:						
- AFDC Boarding Homes and Institutions Hovement is:						
- Recipient Socio/Economic Characteristics is:						
- Earnings Clearance is:						
- Fraud investigation report is:						
- EDD registration status is:						

- Families with children receiving day care is:

- Reasons for denial is:

- Intake processing time is:

- SSI/SSP interface is:

- DFA 323 and 47 time study is:

- WP 20.59 accessions and separations is:

_	WP 20.59 accessions and separations is: (Report of welfare personnel)		
	Special need expenditures is:		
***	Notice of Intended Action is:		
-	Eligibility Age Control of Children is: (16 through 20 and other ages)		

- Quality Control Data is: (Corrective Action Reporting)

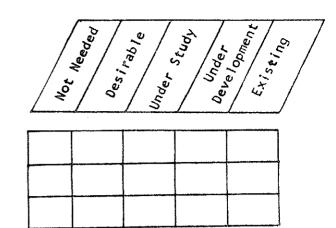
- Elementary and Secondary Education Act is:

- SSA number enumerations is:
- Veterans benefits referrals is:
- Others: (Specify)

9.	Automated	MIN	Program	Information	on:

- ΛFDC WIII savings is:
- Eligibility Determinations is:
- WIN 60-Day Counseling is:
- WIN Certification is:
- WIN Classification Status is:

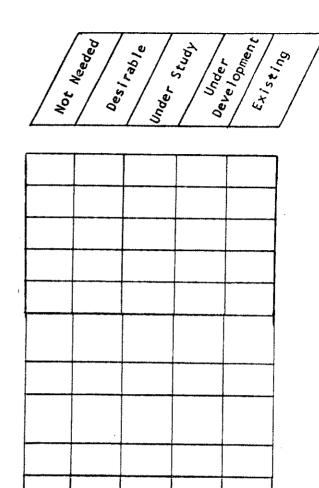
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- Child Care arrangements is:
- Expenditures, WIN, SCE, ETS, GR, AFDC is:
- Other: (Specify)
- C. Automated General Relief Program Information on:
 - Caseload and Expenditures is:
 - Fraud Investigation is:
 - GR Work Program is:
 - Vendor Payment Reconciliation is:
 - Caseload Characteristics is:
 - Other (specify)

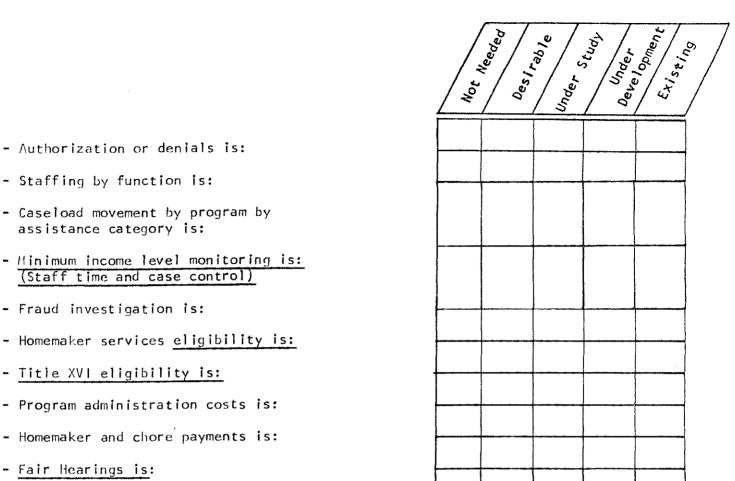
- D. Automated Medi-Cal Eligibility Program Information on:
 - Persons eligible for benefits by aid code is:
 - Data Elements used in eligibility determination is:
 - Cost of Medi-Cal program administration is:
 - Caseload movement is:
 - Administrative cost of MI program is:
 - Liability computation is:
 - PHP Enrollment Status is:
 - Determination of category in HI is:

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- Machine issuance of MC-177 is:
- Medi-Cal Notice of Action is:
- C.I.D. reporting is:
- Machine audit of MC 176 information is:
- Local computer issuance of card is:
- List eligibles and history for last year is:
- Benefits paid (by recipient)
- State recovery payments is: (over-payments, 3rd party liability)
- Fair Hearings is:
- Other (specify)
- E. Automated Adult Systems Program Information on:
 - Emergency loans is:
 - Total certification Report is: (Out-of-home care and restaurant meals)
 - Special circumstance payments is:
 - Excess real property, by aged, blind, disabled is: (25,000 home)
 - APSB client applications, verifications, computations is:
 - Cuban Refugees and Repatriated Americans is:
 - Applications and actions, with time index is: (Processing Time)

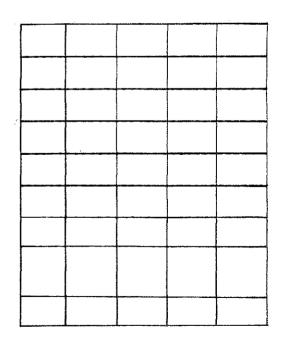
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- F. Automated Food Stamp Program Information on:
 - Issuance register is:

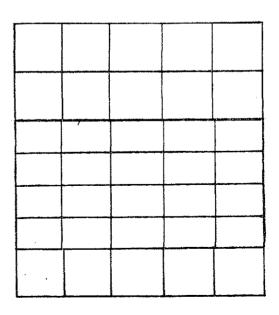
- Other is: (specify)

- Certification summary is:
- Participation summary is:
- Benefits (PA and NPA) is:
- Applications (PA and NPA) is:
- Recertification (PA and NPA) is:
- Coupon mail issuance and losses is:
- Reductions/terminations due to employment is: (FNS-285)
- Variable Purchase usage is:



Wo w	Needed Dec.	Under Chable	Study, Under	Existing
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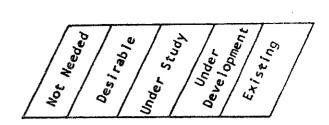
- Claim determination and recoveries is:
- ATP transaction costs is:
- Fair hearing activity is:
- Refunds and retroactive adjustments is:
- Household transfer is: (FNS-286)
- Minimum Purchase Case Control is:
- 24-hour machine response to new issuance is:
- Recordings of hand emergency issuances is:
 (Specify frequency:)
- Automatic non-participation control and deletion is:
- Production of food stamp ID cards is:
- Source of Payment of purchase requirement is:
- Other (specify)
- G. Automated Social Services Program Information on:
 - Eligibility linkage to services program is:
 - Basic client characteristics (age, sex, race, etc.) is:
 - Service goals is:
 - Barriers to goal achievement is:
 - Types of services to attack barriers is:
 - 512 Report is:
 - Amount of workers time by case or type of service is:



-	Method	of	service	delivery	is:
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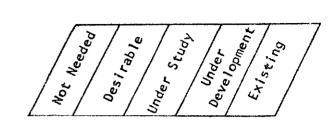
- Cost of purchased services, by case and by type of service is:
- Dates of case opening and closing is:
- Barriers status at service termination is:
- Service certification status is:
- Goal status at service termination is:
- Total funds expended by source is:
- Direct operated Day Care information is:
- Terminations of Services is:
- DFA Welfare Program .1-.8 distribution is: (Administrative Claim)
- CA 291 Child Protective Services is:
- Non-aided/non-linked protective services is:
- Family planning Statistical Reporting Is:
- Adoptions (non-confidential information) is:
- Home Finding (Adoptive and Foster Home) is:
- Licensing is:
- Out-of-Home Care (Service Delivery) is:
- Services Resources is:
- Other (Specify)

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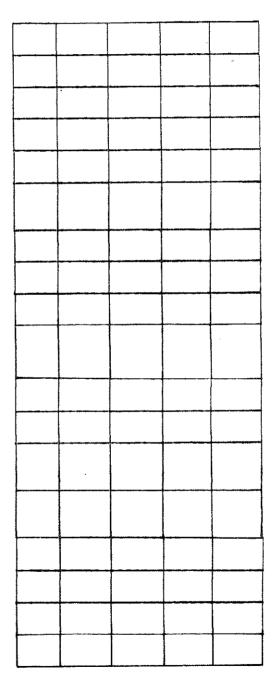


- H. Automated Assistance Claiming Information on:
 - Payments by payee name for AFDC-BHI is:
 - Payments by case number on integrated payrolls is:
 - Page and grand totals by aid category for payrolls is:
 - Integrated payrolls is:
 - County supplementation is:
 - Special needs identified is:
 - Overpayments <u>adjusted</u> by grant reduction is:
 - Codes for identifying types of payees and payments is: (special need codes)
 - Case ID number <u>(14-digit)</u> for SSI/SSP cases is:
 - Claiming formula and computation of claim is:
 - Count of FBUs to whom aid is paid is:
 - Zero-grant case count is:
 - Recording of immediate need payment is:
 - Printing of 12 months of case history is:
 - Person count is:
 - Crediting of absent parent contributions is:
 - Consolidated report of all payment transactions is: (aid and administrative)
 - Other (specify)

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- 1. Automated Quality Control Information on:
 - County selection of PA sample is:
 - County selection of FS sample is:
 - County selection of MI sample is:
 - County certification of sample is:
 - Identification of error elements is:
 - Error element frequencies by kind of error is:
 - Error element frequencies by agency is:
 - Error dollar costs by kind of error is:
 - Case payments by kind of error is:
 - When error occurred by kind, client or agency is:
 - Cases with misrepresentations of facts is:
 - Dispositions of cases is:
 - Record count by month and kind or error is:
 - Complete and incomplete reviews by month is:
 - Review month by over/underpayments is:
 - Reason for incomplete review is:
 - Corrective actions is:
 - Other (specify)



NOTE: Please attach any additional comments you wish to make regarding items shown or not shown on this questionnaire.